

Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner District 5

Katherine Miller  
County Manager

## **Memorandum**

**To:** Santa Fe County Board of County Commissioners

**From:** Carole Jaramillo, Finance Director *CJ*

**Through:** Katherine Miller, County Manager  
Rachel O'Connor, Director, Community Services Department  
Carol J. Branch Volunteer Coordinator CSD

**Date:** October 8, 2015

**Subject:** Resolution 2015 – A Resolution Requesting a Budget Increase to the General Fund (101) to Budget a Grant Awarded to the Community Services Volunteer Program / \$8,200.00. (Finance/Carole Jaramillo)

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### **Summary:**

The purpose of this resolution is to budget an award of \$8,200.00 from NM Clean and Beautiful Program grant number 16-418-6002-0031 from the New Mexico Tourism Department into the General Fund (101) to install signage at the Cerro Gordo and St. John's College Trail Heads in the Dale Ball Trail System

### **Background:**

In April of 2015, Santa Fe County submitted an application to the New Mexico Clean and Beautiful Program for signage for trail head signs at The Dale Ball Trail system. Santa Fe County will coordinate with the City of Santa Fe for the installation of the signs.

### **Action Requested:**

Community Services Department is requesting approval to budget Grant 16-418-6002-0031 in the amount of \$8,200.00 to purchase trailhead signage at the Dale Ball Trails.



# SANTA FE COUNTY

Page 1 of 4

## RESOLUTION 2015 - \_\_\_\_\_

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2015, did request the following budget adjustment:

Department / Division: Community Services Department Fund Name: General Fund (101)

Budget Adjustment Type: Increase Budget Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	2201	371	0100	Grant/ State	\$8,200.00	
TOTAL (if SUBTOTAL, check here )					\$8,200.00	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
101	2201	412	8010	Roadways(Bridges, Culverts, etc.)	\$8,200.00	
TOTAL (if SUBTOTAL, check here )					\$8,200.00	

Requesting Department Approval: Patricia B... Title: Health Services Division Director Date: 10/15/15

Finance Department Approval: Andrew... Date: 10/13/15 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Carol J. Branch Dept/Div: Community Services Department Phone No.: 992-3053

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.: This is a grant that was awarded through New Mexico Clean and Beautiful. The funds are to replace two trail head signs at the Dale Ball Trail System.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8010	Trail Head Sign for Dale Ball Trailhead ( St Johns )	\$4,100.00
8010	Trail Head Sign for Dale Ball Trailhead (Cerro Gordo)	\$4,100.00

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense X \_\_\_\_\_

# SANTA FE COUNTY

Page 3 of 4

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Carol J. Branch Dept/Div: Community Services Department Phone No.: 992-3053

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X \_\_\_\_\_  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES \_\_\_\_\_ NO X \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X \_\_\_\_\_  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.

# SANTA FE COUNTY

Page 4 of 4

## RESOLUTION 2015 - \_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of October, 2015.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Robert A. Anaya, Chairperson

**ATTEST:**

\_\_\_\_\_  
Geraldine Salazar, County Clerk







Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## Memorandum

To: Santa Fe Board of County Commissioners

From: Carole Jaramillo, Finance Director

Thru: David Sperling, Fire Chief  
Pablo Sedillo, Public Safety Director  
Katherine Miller, County Manager

Date: October 6, 2015

Re: Resolution No. 2015 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Fire Protection Fund (209) to Budget the FY-2015 Available Cash Balances for Various Fire Districts and to Reconcile the Current Year Allocation to the Actual Distribution Amount for the County Fire Department / \$1,675,656 (Finance Division / Carole Jaramillo)

### ISSUE:

Requesting BCC approval for a budget increase to the Fire Protection Fund in the amount of \$1,675,656 to carry forward FY-2015 available cash balances for various Fire Districts and to reconcile the FY-2016 Fire Protection Fund (209) allocation to the actual distribution amount.

### BACKGROUND:

The Santa Fe County Fire Department is requesting to carry forward the FY-2015 available cash balances from the various fire districts Fire Protection Fund (209) that has been authorized for carry forward by the State Fire Marshal's Office / PRC. The various fire districts within Santa Fe County have been approved to accumulate Fire Protection Fund monies for station remodels/additions, purchases of fire apparatus and needed fire equipment. The Fire Department is also requesting approval to reconcile the current fiscal year Fire Protection Fund allocation to the actual distribution amount for each fire district.

**SUMMARY:**

Please approve this request for a budget increase to the Fire Protection Fund (209) in the amount of \$1,675,656 to be utilized by the Santa Fe County Fire Districts.

# SANTA FE COUNTY

Page 1 of 7

## RESOLUTION 2015 -

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2015, did request the following budget adjustment:

Department / Division: Fire Department/Various Fire Districts Fund Name: Fire Fund (209)

Budget Adjustment Type: Budget Increase Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0831	371	07-00	Fire Allotment		30
209	0831	385	02-00	Budgeted Cash / State Funds	64,271	
209	0832	371	07-00	Fire Allotment		81
209	0832	385	02-00	Budgeted Cash / State Funds	240,418	
TOTAL (if SUBTOTAL, check here X )					304,689	111

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0831	422	80-01	Capital Purchases/Buildings & Structures	44,241	
209	0831	422	80-99	Capital Purchases/Inventory Exempt	20,000	
209	0832	422	80-01	Capital Purchases/Buildings & Structures	140,337	
209	0832	422	80-09	Capital Purchases/Vehicles	100,000	
TOTAL (if SUBTOTAL, check here X )					304,578	

Requesting Department Approval: Sf-hung Title: Chief Date: 10/8/15

Finance Department Approval: Carolyn J. Marquez Date: 10/13/15 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

Page 2 of 7

## RESOLUTION 2015 -

### BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0833	371	07-00	Fire Allotment		64
209	0833	385	02-00	Budgeted Cash / State Funds	54,281	
209	0834	371	07-00	Fire Allotment		48
209	0834	385	02-00	Budgeted Cash / State Funds	120,450	
209	0835	371	07-00	Fire Allotment		44
209	0835	385	02-00	Budgeted Cash / State Funds	102,713	
209	0836	371	07-00	Fire Allotment		32
209	0836	385	02-00	Budgeted Cash / State Funds	69,732	
209	0837	371	07-00	Fire Allotment	10,329	
209	0837	385	02-00	Budgeted Cash / State Funds	209,935	
TOTAL (if SUBTOTAL, check here X )					872,129	299

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0833	422	80-01	Capital Purchases/Buildings & Structures	20,000	
209	0833	422	80-99	Capital Purchases/Inventory Exempt	34,217	
209	0834	422	80-09	Capital Purchases/Vehicles	100,000	
209	0834	422	80-99	Capital Purchases/Inventory Exempt	20,402	
209	0835	422	50-01	Services/Medical Services	2,500	
209	0835	422	80-01	Capital Purchases/Buildings & Structures	30,000	
209	0835	422	80-09	Capital Purchases/Vehicles	50,000	
209	0835	422	80-99	Capital Purchases/Inventory Exempt	20,169	
209	0836	422	35-03	Vehicle Expenses/Vehicle Maintenance	10,000	
209	0836	422	40-01	Maintenance/Buildings & Structures	2,500	
209	0836	422	80-99	Capital Purchases/Inventory Exempt	57,200	
209	0837	422	80-01	Capital Purchases/Building & Structures	50,000	
TOTAL (if SUBTOTAL, check here X )					701,566	

# SANTA FE COUNTY

## RESOLUTION 2015 - \_\_\_\_\_

### BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASICS/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0838	371	07-00	Fire Allotment		38
209	0838	385	02-00	Budgeted Cash / State Funds	142,814	
209	0839	371	07-00	Fire Allotment		38
209	0839	385	02-00	Budgeted Cash / State Funds	159,690	
209	0840	371	07-00	Fire Allotment		44
209	0840	385	02-00	Budgeted Cash / State Funds	47,906	
209	0841	371	07-00	Fire Allotment		
209	0841	385	02-00	Budgeted Cash / State Funds	198,706	24
209	0842	371	07-00	Fire Allotment		24
209	0842	385	02-00	Budgeted Cash / State Funds	57,171	
TOTAL (if SUBTOTAL, check here X )					1,478,416	467

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASICS/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0837	422	80-09	Capital Purchases/Vehicles	130,392	
209	0837	422	80-99	Capital Purchases/Inventory Exempt	39,935	
209	0838	422	35-03	Vehicle Expenses/Vehicle Maintenance	20,000	
209	0838	422	60-02	Supplies/Safety Supplies	5,000	
209	0838	422	60-03	Supplies/Uniforms	5,000	
209	0838	422	80-01	Capital Purchases/Buildings & Structures	65,000	
209	0838	422	80-99	Capital Purchases/Inventory Exempt	47,776	
209	0839	422	80-01	Capital Purchases/Buildings & Structures	99,652	
209	0839	422	80-09	Capital Purchases/Vehicles	60,000	
209	0840	422	35-03	Vehicle Expenses/Vehicle Maintenance	10,000	
209	0840	422	80-01	Capital Purchases/Buildings & Structures	30,000	
209	0840	422	80-99	Capital Purchases/Inventory Exempt	7,862	
209	0841	422	40-01	Maintenance/Buildings & Structures	17,000	
209	0841	422	80-01	Capital Purchases/Buildings & Structures	166,682	
TOTAL (if SUBTOTAL, check here X )					1,405,802	

# SANTA FE COUNTY

Page 4 of 7

## RESOLUTION 2015 -

### BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0843	371	07-00	Fire Allotment	141,728	48
209	0843	385	02-00	Budgeted Cash / State Funds	3,870	
209	0844	371	07-00	Fire Allotment	30,512	24
209	0844	385	02-00	Budgeted Cash / State Funds		
209	0846	371	07-00	Fire Allotment	21,669	
209	0846	385	02-00	Budgeted Cash / State Funds		
TOTAL (if SUBTOTAL, check here)					1,676,195	539

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
209	0841	422	80-99	Capital Purchases/Inventory Exempt	15,000	
209	0842	422	60-02	Supplies/Safety Supplies	9,000	
209	0842	422	80-01	Capital Purchases/Buildings & Structures	38,147	
209	0842	422	80-99	Capital Purchases/Inventory Exempt	10,000	
209	0843	422	35-03	Vehicle Expenses/Vehicle Maintenance	4,952	
209	0843	422	60-02	Supplies/Safety Supplies	15,000	
209	0843	422	80-01	Capital Purchases/Buildings & Structures	15,400	
209	0843	422	80-03	Capital Purchases/Equipment	85,000	
209	0843	422	80-09	Capital Purchases/Vehicles	11,328	
209	0843	422	80-99	Capital Purchases/Inventory Exempt	15,256	
209	0844	422	40-01	Maintenance/Buildings & Structures	19,126	
209	0844	422	80-99	Capital Purchases/Inventory Exempt	21,645	
209	0846	422	80-09	Capital Purchases/Vehicles		
TOTAL (if SUBTOTAL, check here)					1,675,656	

# SANTA FE COUNTY

Page 5 of 7

## RESOLUTION 2015 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

This request is to budget FY-15 available cash balances from Fire Fund (209) distributions for expenditure in FY-16 and to adjust the budget for the current year allocation to the actual distribution amount for each fire district for a total increase amount of \$1,675,656. Each Fire District was requested to prioritize their needs to budget funds in appropriate expenditure categories.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-XX	Additions are being made to carry over funding for future expenditures as needed for buildings, structures, Vehicles, equipment and maintenance.	1,559,448

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense ☒

# SANTA FE COUNTY

Page 6 of 7

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

### DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES NO X  
if YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO NO  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.
  - c) Is this request a result of Commission action? YES NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.

The State Fire Fund Allotment. (Attached)

Not Applicable.



SANTA FE COUNTY

Page 7 of 7

RESOLUTION 2015 -

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of October, 2015.

Santa Fe Board of County Commissioners

Robert A. Anaya, Chair

ATTEST:

Geraldine Salazar, County Clerk



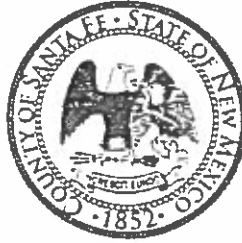




Henry Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

To: Board of County Commissioners

Fr: Carole Jaramillo, Finance Director

CC: Undersheriff Ron Madrid

Date: October 1, 2015

Re: Resolution 2015 - \_\_\_\_ A Resolution Requesting a Budget Increase to the Law Enforcement Operations Fund (246) to Budget One (1) Grant Awarded Through the New Mexico Department of Transportation For Highway Safety Projects in the Amount of \$60,500 To Fund The DWI Vehicle Forfeiture Clerical Position. (Finance / Carole Jaramillo)

**Issue:**

The Santa Fe County Sheriff's Office has been awarded additional funding from the New Mexico Department of Transportation (NMDOT) for Highway Safety Projects in regards to DWI Programs to include funding of one (1) clerical position and other expenses for the DWI Seizure Program.

**Background:**

Funding from this program will provide one (1) full-time clerical position to assist with the processing of all necessary paperwork required for vehicle forfeiture cases to handle the rapidly growing vehicle forfeiture caseload. Plus, funding also includes equipment and supplies to keep the DWI Program running. NMDOT gave the Sheriff's Office funding in Fiscal Year 2014 and has given us an extension and additional funding through September 30, 2016. Funding can only be used for the vehicle forfeiture program (DWI Seizure) and cannot be used for other purposes. Funding includes salary & wages, supplies, equipment, and any other items approved to build the position.

**Action Requested:**

The Sheriff's Office requests approval to increase the Law Enforcement Operation Fund (246) in the amount of \$60,500 to use through September 30, 2016.



# SANTA FE COUNTY

Page 1 of 5

## RESOLUTION 2015 - \_\_\_\_\_

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2015, did request the following budget adjustment:

Department / Division: Sheriff's Office

Fund Name: LEOF

Budget Adjustment Type: Increase

Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1233	371	0900	NMDOT: DWI Seizure Lot Clerical Position	\$60,500.00	
TOTAL (if SUBTOTAL, check here )					\$60,500.00	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1233	424	1026	SALARY & WAGES	\$38,000.00	
246	1233	424	1025	OVERTIME	\$5,000.00	
246	1233	424	2001	FICA/REGULAR	\$2,356.00	
246	1233	424	2002	FICA/MEDICARE	\$623.00	
246	1233	424	2003	PERA	\$7,805.00	
246	1233	424	2005	HEALTHCARE	\$456.00	
246	1233	424	2006	RETIREE HEALTH	\$760.00	
TOTAL (if SUBTOTAL, check here X )					\$55,000.00	

Requesting Department Approval: \_\_\_\_\_

Title: Charles H. H. Date: 10/1/15

Finance Department Approval: Charles H. H.

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_

Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

Page 2 of 5

## RESOLUTION 2015 - \_\_\_\_\_

### BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
TOTAL (if SUBTOTAL, check here )						

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1233	424	5002	ATTORNEY FEES	\$1,000.00	
246	1233	424	6007	OPERATIONAL SUPPLIES	\$3,000.00	
246	1233	424	7037	PRINTING/PUBLISHING/ADVERTISING	\$1,500.00	
TOTAL (if SUBTOTAL, check here )					\$60,500.00	



# SANTA FE COUNTY

Page 3 of 5

## RESOLUTION 2015 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: 505-986-2457

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.  
Sheriff's Office has received additional funding for one more year for the DWI Seizure Clerical Position. Funding from this program will provide one (1) full-time clerical position to assist with processing of all necessary paperwork required for vehicle forfeiture cases to handle the rapidly growing vehicle forfeiture caseload. Plus, funding also includes equipment and supplies to keep DWI Program running.  
Breakdown of how they are funding (\$60,500):
  - \$55,000 Personal Services (Salary, Overtime, and Benefits)
  - \$2,500 Contractual (Legal Ads and Attorney Fees)
  - \$3,000 Commodities (Office Supplies, Educational Supplies, Computers Peripherals)

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclash, Overtime)	Position Type (permanent, term)	Position Title
1026	Salary	Term	Forfeiture Coordinator
1025	Overtime	Term	Forfeiture Coordinator
20XX	Benefits	Term	Forfeiture Coordinator

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
5003	Attorney Fees (Contractual)	\$1,500.00

- 2) Is the budget action for RECURRING expense ☒ or for NON-RECURRING (one-time only) expense ☐

# SANTA FE COUNTY

Page 4 of 5

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

### DEPARTMENT CONTACT:

Name: Undersheriff Ron Madrid Phone No.: 505-986-2457  
Dep/Div: Sheriff's Office

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:

- a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.

- b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

NMDOT: Clerical Position for DWI Seizure Program

Project No: 16-AL-64-P101

Term: October 1, 2015 to September 30, 2016

Award: \$60,500.00

- c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).

- d) Please identify other funding sources used to match this request.

SANTA FE COUNTY  
RESOLUTION 2015 - \_\_\_\_\_

Page 5 of 5

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of October, 2015.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Robert A. Anaya, Chairperson

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk



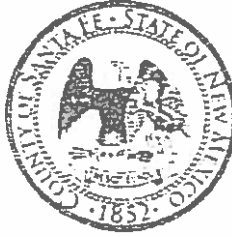




Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Steianics  
Commissioner, District 5

Katherine Miller  
County Manager

## Memorandum

To: Santa Fe Board of County Commissioners

From: Carole Jaramillo, Finance Director

Thru: David Sperling, Fire Chief

Pablo Sedillo, Public Safety Director

Katherine Miller, County Manager

Date: October 1, 2015

Re: Resolution No. 2015 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Fire Operations Fund (244) to Budget a FEMA Grant Awarded to the Fire Department / \$56,819 (Finance Division / Carole Jaramillo)

### ISSUE:

Requesting BCC approval to budget a FEMA grant in the amount of \$56,819 to purchase five new laundry extractors for the regional fire stations.

### BACKGROUND:

The Santa Fe County Fire Department was awarded an Assistance to Firefighters grant through FEMA to purchase five new laundry extractors for cleaning and decontaminating bunker gear. The extractors will be installed in five regional fire stations to provide centralized and fully staffed locations for each region of the department. This will allow for 24/7 access to all career and volunteer members to clean their gear in an efficient and convenient manner and to protect our firefighters from exposure to carcinogenic materials. The grant match of \$5,681 will be funded by the Fire Tax Fund (222).

**RECOMMENDATION:**

Please approve this request for a budget increase to the Fire Operations Fund (244) in the amount of \$56,819 to budget a new grant awarded through FEMA.



# SANTA FE COUNTY

Page 1 of 4

## RESOLUTION 2015 - \_\_\_\_\_

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2015, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Operations Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0875	372	00-00	Federal Grants / FEMA	56,819	
TOTAL (if SUBTOTAL, check here )					56,819	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0875	422	80-03	Capital Purchases / Equipment & Machinery	56,819	
TOTAL (if SUBTOTAL, check here )					56,819	

Requesting Department Approval: [Signature] Title: Chief Date: 10/27/15

Finance Department Approval: [Signature] Entered by: 10/27/15 Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

Page 2 of 4

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval for a budget increase to the Fire Operations Fund (244) to budget a new grant award in the amount of \$56,819 to purchase laundry extractors for the regional fire stations.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-03	Laundry Extractors	56,819

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense X \_\_\_\_\_

# SANTA FE COUNTY

Page 3 of 4

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dep/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES        NO X
  - b) Does this include state or federal funds? YES X NO         
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. FEMA Grant #EMW-2014-FO-00194 (award letter attached)
  - c) Is this request is a result of Commission action? YES        NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request. 222-0821-422 match of \$5,681

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2015 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of October, 2015.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Robert A. Anaya, Chair

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk

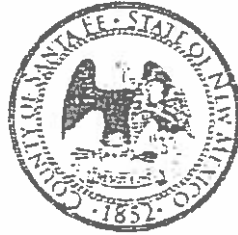




Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3




Kathy Holian  
Commissioner, District 4



Liz Stefanics  
Commissioner, District 5

Katherine Miller  
County Manager

## Memorandum

**To:** Santa Fe Board of County Commissioners

**From:** Carole Jaramillo, Finance Director 

**Thru:** David Sperling, Fire Chief   
Pablo Sedillo, Public Safety Director   
Katherine Miller, County Manager

**Date:** October 1, 2015

**Re:** Resolution No. 2015 - \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Fire Tax Fund (222) to Budget a Grant Match for a FEMA Grant Awarded to the Fire Department / \$5,681 (Finance Division / Carole Jaramillo)

---

### ISSUE:

Requesting BCC approval to budget a grant match for a new FEMA grant that was awarded to the Santa Fe County Fire Department. The total budget for the grant is \$62,500 with the FEMA award in the amount of \$56,819 and the applicant match of \$5,681 funded by the Fire Tax Fund (222) to purchase five new laundry extractors for the regional fire stations.

### BACKGROUND:

The Santa Fe County Fire Department was awarded an Assistance to Firefighters grant through FEMA to purchase five new laundry extractors for cleaning and decontaminating bunker gear. The extractors will be installed in five regional fire stations to provide centralized and fully staffed locations for each region of the department. This will allow for 24/7 access to all career and volunteer members to clean their gear in an efficient and convenient manner and to protect our firefighters from exposure to carcinogenic materials. The grant match of \$5,681 will be funded by the Fire Tax Fund (222).

**RECOMMENDATION:**

Please approve this request for a budget increase to the Fire Tax Fund (222) in the amount of \$5,681 to budget the applicant share for a new grant awarded through FEMA.



# SANTA FE COUNTY

## RESOLUTION 2015 - \_\_\_\_\_

Page 1 of 4

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2015, did request the following budget adjustment:

Department / Division: Fire Department/Fire Administration Fund Name: Fire Tax Fund (222)

Budget Adjustment Type: Budget Increase Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
222	0000	385	02-00	Budgeted Cash / Fire Tax	5,681	
TOTAL (if SUBTOTAL, check here )					5,681	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
222	0875	422	80-03	Capital Purchases / Equipment & Machinery	5,681	
TOTAL (if SUBTOTAL, check here )					5,681	

Requesting Department Approval: [Signature] Title: Fire Chief Date: 10.14.15

Finance Department Approval: [Signature] Date: 10/14/15 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

Page 2 of 4

## RESOLUTION 2015 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

Requesting BCC approval to budget available cash from the Fire Tax Fund (222) to be utilized for a grant match for a new grant award in the amount of \$5,681 to purchase laundry extractors for the regional fire stations. The total grant budget is \$62,500 with \$56,819 awarded from FEMA.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-03	Laundry Extractors	5,681

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense ☒

# SANTA BARBARA COUNTY

Page 3 of 4

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES        NO X
  - b) Does this include state or federal funds? YES X NO         
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget. SFC Fire Grant Match for FEMA Grant #EMW-2014-FO-00194 (award letter attached)
  - c) Is this request is a result of Commission action? YES        NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other finding sources used to match this request. 244-0884-422 Grant Award of \$56,819

SANTA FE COUNTY

Page 4 of 4

RESOLUTION 2015 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of October, 2015.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Robert A. Anaya, Chair

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk





Henry P. Roybal  
Commissioner, District 1

Miguel M. Chavez  
Commissioner, District 2

Robert A. Anaya  
Commissioner, District 3



Kathy Holian  
Commissioner, District 4

Liz Stefanics  
Commissioner District 5

Katherine Miller  
County Manager

## Memorandum

**To:** Santa Fe County Board of County Commissioners

**From:** Carole Jaramillo, Finance Director *CJ*

**Through:** Katherine Miller, County Manager  
Rachel O'Connor, Director, Community Services Department  
Lupe Sanchez, DWI Program Coordinator

**Date:** October 5, 2015

**Subject:** Resolution No. 2015 – \_\_\_\_\_, A Resolution Requesting a Budget Increase to the Alcohol Programs Fund (241) to Budget a Grant Awarded to the DWI Program / \$60,000.00. (Finance/Carole Jaramillo)

---

### Issue:

Request approval of a budget resolution to increase the Alcohol Programs Fund (241) by \$60,000.00 through a Grant awarded to the DWI Program by the New Mexico Department of Transportation, Traffic Safety Division.

### Background:

Grant funding from the Department of Transportation, Traffic Safety Division provides services to the community to reduce recidivism and increase ignition interlock compliance on DWI offenders. These funds will enhance the DWI Compliance Monitoring/Tracking Program. Enhancement of the Program allows for the funding of one full-time employee, whose time is dedicated to supervising and monitoring DWI offenders who are subject to ignition interlock restrictions in the County's DWI Compliance Monitoring/Tracking Program. This resolution increases the DWI Program budget by \$60,000.00 in order to enhance the DWI Compliance Monitoring/Tracking Program.

County Staff developed the application and incorporated suggestions from staff and the DWI Planning Council. This Resolution was endorsed by the DWI Planning Council.

### Staff Recommendation:

Staff recommends the approval of this resolution.





# SANTA FE COUNTY

Page 1 of 4

## RESOLUTION 2015 - \_\_\_\_\_

### A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2015, did request the following budget adjustment:

Department / Division: Community Services Fund Name: Alcohol Programs Fund (241)

Budget Adjustment Type: Increase in Budget Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

#### BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
241	0494	371	04-00	State Grants/DWI-Compliance	\$60,000	
TOTAL (if SUBTOTAL, check here )					\$60,000	

#### BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
241	0494	464	10-26	Term Employees	\$36,000	
241	0494	464	20-01	FICA - Regular	\$2,200	
241	0494	464	20-02	FICA - Medicare	\$600	
241	0494	464	20-03	Retirement Contributions	\$7,300	
241	0494	464	20-05	Health Care	\$13,084	
241	0494	464	20-06	Retirement Health Care	\$800	
241	0494	464	20-08	Workers Compensation	\$16	
TOTAL (if SUBTOTAL, check here )					\$60,000	

Requesting Department Approval: Patricia B... Title: Health Care Division Director Date: 10/15/15

Finance Department Approval: Charles J. ... Date: 10/14/15 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2015 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Joyce Varela Dept/Div: Community Services Phone No.: 992-9843

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

An increase to the budget for the DWI Program is necessary to include a grant that was awarded to the program from the New Mexico Department of Transportation, Traffic Safety Division. This grant was awarded specifically to utilize for funding a Compliance Monitor position for the expansion of the compliance/tracking component of the DWI Program. This position was originally budgeted through the Local DWI distribution, but has now been substituted with this grant that was awarded.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass. Overtime)	Position Type (permanent, term)	Position Title
10-26	To pay for existing position through this grant instead of Local DWI funding.	Term	Compliance Monitor

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount

# SANTA CRUZ COUNTY

Page 3 of 4

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

### DEPARTMENT CONTACT:

Name: Joyce Varela Dept/Div: Community Services Phone No.: 992-9843

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 2) Is the budget action for RECURRING expense \_\_\_\_\_ or for NON-RECURRING (one-time only) expense X \_\_\_\_\_
- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X \_\_\_\_\_  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.  
Grant Name: Supervised Probation Expansion  
Grant Amount: \$60,000.00  
Grant Number: 16-AL-64-P06  
Date Awarded: September 9, 2015
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X \_\_\_\_\_  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.

# SANTA FE COUNTY

Page 4 of 4

## RESOLUTION 2015 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of October, 2015.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Robert A. Anaya, Chairperson

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk

Traffic Safety Bureau Grant													10/02/15							
Salary Analysis																				
Fiscal Year 2016																				
Payroll Account	Last	First	Division DWI (Compliance)	Position Title DWI Compliance	Estimated Fill Date x	FTE 1	Status Term	Hourly Rate 07/01/15 17,000.00	To 12/31/15			To 06/30/16			FY-2016 Remaining Payroll	FY-2016 Remaining Payroll	Benefits Totals 23,691.18 23,691.18			
									Pay Periods Left 13.0	Hours Left 1,040.0	Pay Periods Left 13.0	Hours Left 1,040.0								
Projections through 06/30/16																				
Total Projections through 06/30/16																				
Expenses as of xx/xx/xx																				
Total Projections and Expenses through 06/30/16																				
Fiscal Year 2016 Budget																				
Surplus/(Deficit)																				



## SCOPE OF WORK, TRAINING, REIMBURSEMENT AND REPORTING

1. **Scope of Work.** Generally, the Grantee shall provide one full-time equivalent ("FTE"), scheduled for a minimum of forty hours per week, whose time is dedicated exclusively to supervising and monitoring eligible DWI offenders ,i.e. those who in the County's DWI Compliance Monitoring/Tracking Program.

Specifically the Grantee shall provide the following:

- (1) Identify, and provide enhanced supervision to, high-risk first offenders.
- (2) Utilize court-approved risk and needs assessment, and review blood alcohol concentration at the time of arrest.
- (3) Assess, refer and monitor treatment services to determine that the services are appropriate for offenders.
- (4) Supervise and monitor offender compliance with all aspects of the County's DWI Compliance Monitoring/Tracking Program.
- (5) Intervene and take appropriate action if the offender does not comply.
- (6) Meet quarterly with the Department to discuss relative issues and maintain lines of communication.
- (7) Meet annually with the ignition interlock providers in the Santa Fe area to discuss relevant issues and maintain lines of communication.

2. **Training and qualifications.** Personnel funded under this agreement shall receive training that is appropriate, relevant and necessary to their duties.

3. **Reimbursement.** The Department shall reimburse the Grantee upon receipt of invoices, with supporting documentation, showing that expenses have been paid.

4. **Reporting.** A report shall be submitted on or before the 15th day of each month. The Department will work with the Grantee to develop a monthly report format. The report shall include but is not limited to:

- ☐ The number of persons enrolled per month, including the cumulative number of enrollees.
- ☐ any staffing issues, including vacancies; and
- ☐ any problems, successes, or other issues relevant to the project.

5. **Funding.** This agreement is funded pursuant to 23 U.S.C. § 164. Such Alcohol Sanction funds must be used for alcohol-impaired driving countermeasures or enforcement of DWI, DUI related laws. The CFDA number is #20.608.

The State will implement activities in support of national highway safety goals to reduce motor vehicle related fatalities that also reflect the primary data-related crash factors within the State as identified by the State highway safety planning process, including:

- Participation in the National high-visibility law enforcement mobilizations;
- Sustained enforcement of statutes addressing impaired driving, occupant protection, and driving in excess of posted speed limits;
- An annual statewide seat belt use survey in accordance with 23 CFR Part 1340 for the measurement of State seat belt use rates;
- Development of statewide data systems to provide timely and effective data analysis to support allocation of highway safety resources;
- Coordination of Highway Safety Plan, data collection, and information systems with the State strategic highway safety plan, as defined in 23 U.S.C. 148(2).

(23 U.S.C. 402(b)(1)(F))

The State will actively encourage all relevant law enforcement agencies in the State to follow the guidelines established for vehicular pursuits issued by the International Association of Chiefs of Police that are currently in effect. (23 U.S.C. 402(j))

The State will not expend Section 402 funds to carry out a program to purchase, operate, or maintain an automated traffic enforcement system. (23 U.S.C. 402(c)(4))

I understand that failure to comply with applicable Federal statutes and regulations may subject State officials to civil or criminal penalties and/or place the State in a high risk grantee status in accordance with 49 CFR 18.12.

I sign these Certifications and Assurances based on personal knowledge, after appropriate inquiry, and I understand that the Government will rely on these representations in awarding grant funds.

  
Signature Governor's Representative for Highway Safety

6/25/14  
Date

Tom Church, Cabinet Secretary  
Printed name of Governor's Representative for Highway Safety



## POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or -rented vehicles, Government-owned, leased or rented vehicles, or privately-owned when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

## ENVIRONMENTAL IMPACT

The Governor's Representative for Highway Safety has reviewed the State's Fiscal Year highway safety planning document and hereby declares that no significant environmental impact will result from implementing this Highway Safety Plan. If, under a future revision, this Plan is modified in a manner that could result in a significant environmental impact and trigger the need for an environmental review, this office is prepared to take the action necessary to comply with the National Environmental Policy Act of 1969 (42 U.S.C. 4321, et seq.) and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500-1517).

## SECTION 402 REQUIREMENTS

The political subdivisions of this State are authorized, as part of the State highway safety program, to carry out within their jurisdictions local highway safety programs which have been approved by the Governor and are in accordance with the uniform guidelines promulgated by the Secretary of Transportation. (23 U.S.C. 402(b)(1)(B))

At least 40 percent (or 95 percent, as applicable) of all Federal funds apportioned to this State under 23 U.S.C. 402 for this fiscal year will be expended by or for the benefit of the political subdivision of the State in carrying out local highway safety programs (23 U.S.C. 402(b)(1)(C), 402(h)(2)), unless this requirement is waived in writing.

The State's highway safety program provides adequate and reasonable access for the safe and convenient movement of physically handicapped persons, including those in wheelchairs, across curbs constructed or replaced on or after July 1, 1976, at all pedestrian crosswalks. (23 U.S.C. 402(b)(1)(D))

The State will provide for an evidenced-based traffic safety enforcement program to prevent traffic violations, crashes, and crash fatalities and injuries in areas most at risk for such incidents. (23 U.S.C. 402(b)(1)(E))

transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

*Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions:*

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**POLICY ON SEAT BELT USE**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program, or statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, D.C. metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to provide technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at [www.trafficsafety.org](http://www.trafficsafety.org).

- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

#### Instructions for Lower Tier Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definition and Coverage sections of 49 CFR Part 29. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (See below)
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR Part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the list of Parties Excluded from Federal Procurement and Non-procurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR Part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters-Primary Covered Transactions*

(1) The prospective primary participant certifies to the best of its knowledge and belief, that its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of record, making false statements, or receiving stolen property;

### RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

### CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

#### Instructions for Primary Certification

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and coverage sections of 49 CFR Part 29. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

domestic items must be in the form of a waiver request submitted to and approved by the Secretary of Transportation.

### POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

### CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds of the Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award document for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### THE DRUG-FREE WORKPLACE ACT OF 1988(41 USC 8103)

The State will provide a drug-free workplace by:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- Establishing a drug-free awareness program to inform employees about:
  - The dangers of drug abuse in the workplace.
  - The grantee's policy of maintaining a drug-free workplace.
  - Any available drug counseling, rehabilitation, and employee assistance programs.
  - The penalties that may be imposed upon employees for drug violations occurring in the workplace.
  - Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (2).
- Notifying the employee in the statement required by paragraph (2) that, as a condition of employment under the grant, the employee will –
  - Abide by the terms of the statement.
  - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- Notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction.
- Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted –
  - Taking appropriate personnel action against such an employee, up to and including termination.
  - Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

### BUY AMERICA ACT

(applies to subrecipients as well as States)

The State will comply with the provisions of the Buy America Act (49 U.S.C. 5323(j)), which contains the following requirements:

Only steel, iron and manufactured products produced in the United States may be purchased with Federal funds unless the Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-

- Information on the award including transaction type, funding agency, the North American Industry Classification System code or Catalog of Federal Domestic Assistance number (where applicable), program source;
- Location of the entity receiving the award and the primary location of performance under the award, including the city, State, congressional district, and country; and an award title descriptive of the purpose of each funding action;
- A unique identifier (DUNS);
- The names and total compensation of the five most highly compensated officers of the entity if:
  - (i) the entity in the preceding fiscal year received—
    - (I) 80 percent or more of its annual gross revenues in Federal awards;
    - (II) \$25,000,000 or more in annual gross revenues from Federal awards; and
  - (ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986;
- Other relevant information specified by OMB guidance.

#### NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency will comply with all Federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21); (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Americans with Disabilities Act of 1990 (Pub. L. 101-336), as amended (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27); (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all subrecipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities; (f) the Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (g) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (h) Sections 523 and 527 of the Public Health Service Act of 1912, as amended (42 U.S.C. 290dd-3 and 290ee-3), relating to confidentiality of alcohol and drug abuse patient records; (i) Title VIII of the Civil Rights Act of 1968, as amended (42 U.S.C. 3601, et seq.), relating to nondiscrimination in the sale, rental or financing of housing; (j) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (k) the requirements of any other nondiscrimination statute(s) which may apply to the application.



APPENDIX A TO PART 1200 –  
CERTIFICATION AND ASSURANCES  
FOR HIGHWAY SAFETY GRANTS (23 U.S.C. CHAPTER 4)

State: New Mexico

Fiscal Year: 2015

Each fiscal year the State must sign these Certifications and Assurances that it complies with all requirements including applicable Federal statutes and regulations that are in effect during the grant period. (Requirements that also apply to subrecipients are noted under the applicable caption.)

In my capacity as the Governor's Representative for Highway Safety, I hereby provide the following certifications and assurances:

GENERAL REQUIREMENTS

To the best of my personal knowledge, the information submitted in the Highway Safety Plan in support of the State's application for Section 402 and Section 405 grants is accurate and complete. (Incomplete or incorrect information may result in the disapproval of the Highway Safety Plan.)

The Governor is the responsible official for the administration of the State highway safety program through a State highway safety agency that has adequate powers and is suitably equipped and organized (as evidenced by appropriate oversight procedures governing such areas as procurement, financial administration, and the use, management, and disposition of equipment) to carry out the program. (23 U.S.C. 402(b)(1)(A))

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4 - Highway Safety Act of 1966, as amended
- 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 23 CFR Part 1200 – Uniform Procedures for State Highway Safety Grant Programs

The State has submitted appropriate documentation for review to the single point of contact designated by the Governor to review Federal programs, as required by Executive Order 12372 (Intergovernmental Review of Federal Programs).

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA)

The State will comply with FFATA guidance, OMB Guidance on FFATA Subaward and Executive Compensation Reporting, August 27, 2010, ([https://www.fsrs.gov/documents/OMB\\_Guidance\\_on\\_FFATA\\_Subaward\\_and\\_Executive\\_Compensation\\_Reporting\\_08272010.pdf](https://www.fsrs.gov/documents/OMB_Guidance_on_FFATA_Subaward_and_Executive_Compensation_Reporting_08272010.pdf)) by reporting to FSRS.gov for each sub-grant awarded:

- Name of the entity receiving the award;
- Amount of the award;

**Exhibit A – Certifications and Assurances**

Certifications and Assurances found at Appendix A to 23 C.F.R. § 1200.>>

supersede the Grantee's rights under any other grant agreement.

18. **Disadvantaged Business Enterprise.** The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 *et seq.*).

Each party is signing this agreement on the date stated opposite that party's signature.

Date: 9/9/15, 2015

By:

DEPARTMENT OF TRANSPORTATION

[Signature]  
Cabinet Secretary or Designee

Date: 7.23, 2015

By:

SANTA FE COUNTY

[Signature]  
Katherine Miller, County Manager

Approved as to form

Santa Fe County Attorney

By: [Signature]

Date: 11/11/15

[Signature] 7/11/15

Approved as to form and legal sufficiency.

Date: 9 Jul, 2015

By:

[Signature]  
Assistant General Counsel

Department of Transportation

Certifying Legal Sufficiency

Date: \_\_\_\_\_, 2015

By:

\_\_\_\_\_  
General Counsel  
Santa Fe County

9. **Notices.** For a notice under this agreement to be valid, it must be in writing; be delivered by hand, registered or certified mail return receipt requested and postage prepaid, fax or e-mail; and be addressed as follows:

to the Department at:  
Department of Transportation  
Attn: Traffic Safety Division  
P.O. Box 1149  
Santa Fe, NM 87505

to the Grantee at:  
Santa Fe County DWI Program  
Attn: Lupe Sanchez  
2052 Galisteo St., Suite C  
Santa Fe, NM 87504

**Severability.** The parties intend that if any provision of this agreement is held to be unenforceable, the rest of the agreement will remain in effect as written.

10. **Tort Claims.** The parties intend that (1) immunity from liability for tortious conduct under NMSA 1978, § 41-4-4(A) will apply to all conduct relating to this agreement, (2) only the waivers of immunity from liability under NMSA 1978, §§ 41-4-4 through -12 will apply, and (3) this agreement does not waive immunity from liability for tortious conduct relating to this agreement of any employee of the Department or the Grantee.

11. **Jurisdiction and Venue.** The Grantee acknowledges the jurisdiction of the courts of the state of New Mexico for any adversarial proceeding arising out of this agreement, and that venue for any such proceeding will be in the First Judicial District Court for the county of Santa Fe, New Mexico.

12. **Project Responsibility.** The Grantee acknowledges that it bears sole responsibility for performing the services referred to in section 2, and that the Department is not responsible for any services except as expressly stated in this agreement.

13. **Term.** This agreement takes effect upon signature of all parties. If the Grantee does not deliver the signed agreement to the Department within sixty days of the Department's signature, the agreement will be voidable by the Department. The agreement terminates at midnight on June 30, 2016 unless earlier terminated as provided in section 6 or section 7.

14. **Applicable Law.** The laws of the state of New Mexico, without giving effect to its choice of law principles, govern all adversarial proceedings arising out of this agreement.

15. **Amendment.** No amendment of this agreement will be effective unless it is in writing and signed by the parties.

16. **No Third-party Beneficiary.** This agreement does not confer any rights or remedies on anyone other than the Department and the Grantee.

17. **Merger.** This agreement constitutes the entire understanding between the parties with respect to the subject matter of the agreement and supersedes all other agreements, whether written or oral, between the parties, except that this agreement does not

member, in that person's individual capacity, will benefit from this agreement.

6. **Termination.** The Department may terminate this agreement if, in its judgment, the Grantee has failed to support the goals of the Department, becomes unable to perform the services required, or violates any provision of the agreement. If it terminates the agreement, the Department will give the Grantee thirty days written notice. On receipt of notice, the Grantee shall suspend work unless the notice directs otherwise. The parties acknowledge that termination will not nullify obligations incurred prior to termination.

7. **Appropriations.** The Grantee acknowledges that:

- (1) this agreement is contingent upon sufficient appropriations and authorizations being made by the Congress of the United States or the New Mexico state legislature;
- (2) if sufficient appropriations and authorizations are not made, this agreement will terminate upon written notice by the Department to the Grantee; and
- (3) the Department will not expend any funds until they are approved for expenditure, and the Department's determination as to whether approval has been granted will be final.

8. **Compliance with Law.** The Grantee, its employees, agents and contractors, shall comply with the following:

- (1) Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Environmental Justice Act of 1994, the Civil Rights Restoration Act of 1987, and 49 C.F.R. § 21;
- (2) all federal and state laws, rules, and regulations, and executive orders of the Governor of the state of New Mexico pertaining to equal employment opportunity, including the Human Rights Act, NMSA 1978, §§ 28-1-1 through -15 (In accordance with such, the Grantee states that no person, on the grounds of race, religion, national origin, sex, sexual orientation, gender identity, spousal affiliation, serious medical condition, age or handicap, will be excluded from employment with or participation in, denied the benefits of, or otherwise subjected to, discrimination in any activity performed under this agreement. If the Grantee it is found to be in violation of any of these requirements, the Grantee shall take prompt and appropriate steps to correct such violation.);
- (3) state laws applicable to workers compensation benefits for the Grantee's employees, including the Workers' Compensation Act, NMSA 1878, §§ 52-1-1 through -70, and related regulations; and
- (4) those sections in exhibit A labeled "applies to subrecipients as well as states."

## **GRANT AGREEMENT**

This grant agreement is between the New Mexico Department of Transportation (the "Department") and the Santa Fe County (the "Grantee"). The Department and the Grantee agree as follows:

1. **Award.** The Department hereby awards the Grantee funding for the following project or projects: Supervised Probation Expansion – Santa Fe County DWI Program, Project No. 16-AL-64-P06, \$60,000.

2. **Scope of Work.** The Grantee shall perform the professional services stated in exhibit B.

3. **Payment.** To be paid for eligible expenses, the Grantee must submit properly prepared claims. Claims must (1) be filed on the correct form (which must be completed fully and accurately), (2) include the required supporting documents, (3) certify that invoices accurately reflect work completed, amount due, remaining balance and project number, (4) be signed by the Grantee's designated representative, and (5) be submitted monthly regardless of whether payment is claimed that month. To be paid for its final claim, the Grantee must submit the claim no later than thirty days after termination of this agreement. The Grantee acknowledges that the Department will not pay for any expenses incurred prior to both parties signing the agreement, after termination of the agreement, or in excess of the amount of the award noted in section 1.

4. **Records and Audit.** The Grantee shall strictly account for all receipts and disbursements related to this agreement. The Grantee shall record costs incurred, services rendered and payment received, and shall maintain these financial records during the agreement and for five years after termination. On request, the Grantee shall provide the financial records to the Department and the state auditor, and shall allow the Department and the state auditor to inspect or audit these financial records during business hours at the Grantee's principal office during the agreement and for five years after termination. If the financial records provided by the Grantee are insufficient to support an audit by customary accounting practices, the Grantee shall reimburse the Department for any expense incurred related to the insufficient documentation within thirty days of written notice from the Department. If an audit or inspection reveals that funds were used for expenses not directly related to the project, or otherwise used inappropriately, or that payments were excessive or otherwise erroneous, the Grantee shall reimburse the Department for those funds or payments within thirty days of written notice.

5. **Officials Not to Benefit.** The parties intend that no member of the New Mexico legislature or the United States Congress, or any public official, public employee or tribal council



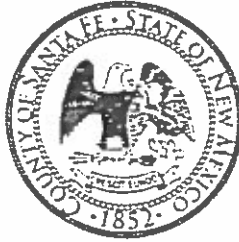




Henry P. Roybal  
*Commissioner, District 1*

Miguel M. Chavez  
*Commissioner, District 2*

Robert A. Anaya  
*Commissioner, District 3*



Kathy Holian  
*Commissioner, District 4*

Liz Stefanics  
*Commissioner, District 5*

Katherine Miller  
*County Manager*

## MEMORANDUM

To: Board of County Commissioners

Fr: Carole Jaramillo, Finance Director

Cc: Undersheriff Ron Madrid

Date: October 1, 2015

Re: Resolution No. 2015 - \_\_\_\_\_ A Resolution Requesting a Budget Increase to the Law Enforcement Operations Fund (246) to Budget a Grant Awarded Through the Department of Justice/Edward Byrne Memorial/JAG and a Grant Awarded through the Bureau of Land Management / \$28,584.50. (Finance / Carole Jaramillo)

---

### Issue:

The Santa Fe County Sheriff's Office has been awarded a grant from the Department of Justice / Edward Byrne Memorial (JAG) in the amount of \$13,584.50 to purchase radars for the Sheriff's Office. The Sheriff's Office also received funding from the Bureau of Land Management (BLM) in the amount of \$15,000.

### Background:

Byrne/JAG: Funds are to be used to purchase equipment (radars) to enhance officer efficiency in the field and improvement to ensure officers' safety.

BLM: Funds are to be used for Law Enforcement overtime services at the Santa Cruz Lake Recreation area, urban interface area known as the Camel Tracks, and the Buchman Road/Diablo Canyon.

### Action Requested:

The Sheriff's Office requests approval to increase the Law Enforcement Operations Fund (246) in the amount of \$28,584.50.



# SANTA FE COUNTY

Page 1 of 4

## RESOLUTION 2015 - \_\_\_\_\_

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on October 27, 2015, did request the following budget adjustment:

Department / Division: Sheriff's Office

Fund Name: LJOF

Budget Adjustment Type: Increase

Fiscal Year: 2016 (July 1, 2015 - June 30, 2016)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1228	372	0901	EDWARD BYRNE / JAG FEDERAL GRANT	\$13,584.50	
246	1201	380	0106	BUREAU OF LAND MANAGEMENT	\$15,000.00	
TOTAL (if SUBTOTAL, check here )					\$28,584.50	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/ DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/ OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
246	1228	424	8099	INVENTORY EXEMPT	\$13,584.50	
246	1201	424	1025	SALARY & WAGES / OVERTIME	\$15,000.00	
TOTAL (if SUBTOTAL, check here )					\$28,584.50	

Requesting Department Approval: [Signature] Title: Under Sheriff Date: 10-25-15

Finance Department Approval: [Signature] Date: 10/14/15 Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

County Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Updated by: \_\_\_\_\_ Date: \_\_\_\_\_

# SANTA FE COUNTY

## RESOLUTION 2015 -

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Dept/Div: Phone No.:

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.  
Edward Byrne/Jag Grant: Sheriff's Office has been awarded funding to purchase equipment (radars). The grant is for equipment to enhance officer efficiency in the field and improvement to ensure officers' safety.  
Bureau of Land Management: Sheriff's received funding from the Farmington District Office for \$15,000. These funds are to be used for overtime Law Enforcement services at Santa Cruz Lake Recreation area, urban interface area known as the Camel Tracks, and the Buchanan Road/Diablo Canyon.

### a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title
1025	Overtime	Permanent	Commissioned Staff / Patrol

### b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
8099	Radars for Deputies	\$13,584.50

- 2) Is the budget action for RECURRING expense or for NON-RECURRING (one-time only) expense X

# SANTA FE COUNTY

Page 3 of 4

## RESOLUTION 2015 - \_\_\_\_\_

ATTACH ADDITIONAL SHEETS IF NECESSARY.

### DEPARTMENT CONTACT:

Name: Undersheriff Ron Madrid Dept/Div: Sheriff's Office Phone No.: 505-986-2457

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
  - a) If this is a state special appropriation, YES \_\_\_\_\_ NO X  
If YES, cite statute and attach a copy.
  - b) Does this include state or federal funds? YES X NO \_\_\_\_\_  
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.  
Edward Byrne/Jag: Grant # 2014-DJ-BX-1036, Award = \$13,584.50, Term: 10/1/2013 – 9/30/2017  
Bureau of Land Management: Grant # L13PX00442 V 2, Award = \$15,000, Term: 5/1/15 – 4/30/16
  - c) Is this request is a result of Commission action? YES \_\_\_\_\_ NO X  
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).
  - d) Please identify other funding sources used to match this request.  
Sheriff's Office would cover any overages that may incur with the above noted grants and also cover benefits on overtime.

SANTA FE COUNTY

RESOLUTION 2015 - \_\_\_\_\_

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This 27th Day of October, 2015.

Santa Fe Board of County Commissioners

\_\_\_\_\_  
Robert A. Anaya, Chairperson

ATTEST:

\_\_\_\_\_  
Geraldine Salazar, County Clerk



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

ITEM # 14-1097

Grant

PAGE 1 OF 7

1. RECIPIENT NAME AND ADDRESS (including Zip Code)

City of Santa Fe  
2515 Camino Estrada  
Santa Fe, NM 87505

4. AWARD NUMBER: 2014-DJ-BJA-1036

5. PROJECT PERIOD FROM 10/01/2013 TO 01/30/2017

BUDGET PERIOD FROM 10/01/2013 TO 09/30/2017

6. AWARD DATE 08/06/2014

7. ACTION

8. SUPPLEMENT NUMBER  
60

Final

9. PREVIOUS AWARD AMOUNT

\$ 6

10. AMOUNT OF THIS AWARD

\$ 42,741

11. TOTAL AWARD

\$ 42,741

12. GRANTEE'S VENDOR NO.

846060116

3. PROJECT TITLE

TY 14 JAG Program

12. SPECIAL CONDITIONS

THE ABOVE GRANT FROM CT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH IN THE ATTACHED PAGE(S)

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under TY14(JOA - JAG) 43 USC 3750, et seq

15. METHOD OF PAYMENT

GPBS

AGENCY APPROVAL

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Denise O'Donnell  
Director

GRANTEE ACCEPTANCE

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Javier M. Gonzales  
Mayor

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

11/6/14

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND	BUD A	OIC	DIV	RE	SUB	FOMS	AMOUNT
FAR	ODE	CI		G				
N	B	01	81	00		(9)		42741

21. NOJUG70523



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD  
CONTINUATIONSHEET  
Grant

PAGE 2 OF 7

PROJECT NUMBER 2014-DJ-BX-1026

AWARD DATE 03/06/2014

*SPECIAL CONDITIONS*

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General  
U.S. Department of Justice  
Investigations Division  
950 Pennsylvania Avenue, N.W.  
Room 4706  
Washington, DC 20530

e-mail: [oig Hotline@usdoj.gov](mailto:oig Hotline@usdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig).

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.





Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD  
CONTINUATIONSHEET  
Grant

PAGE 3 OF 7

PROJECT NUMBER 2014-DJ-BX-1036

AWARD DATE 08/09/2014

*SPECIAL CONDITIONS*

8. The recipient agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The recipient also agrees to comply with applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/sam.htm> (Award condition Registration with the System for Award Management and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
9. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
10. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available in the OJP Financial Guide Conference Cost Chapter.
11. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
12. The recipient agrees that if it currently has an open award of federal funds or if it receives an award of federal funds other than this OJP award, and those award funds have been, are being, or are to be used, in whole or in part, for one or more of the identical cost items for which funds are being provided under this OJP award, the recipient will promptly notify, in writing, the grant manager for this OJP award, and, if so requested by OJP, seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.
13. The recipient understands and agrees that award funds may not be used to discriminate against or denigrate the religious or moral beliefs of students who participate in programs for which financial assistance is provided from those funds, or of the parents or legal guardians of such students.
14. The recipient understands and agrees that - (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
15. The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to, withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ grantee; or termination of an award(s).



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD  
CONTINUATIONSHEET  
Grant

PAGE 4 OF 7

PROJECT NUMBER 2014-DJ-BX-1056

AWARD DATE

12/06/2014

*SPECIAL CONDITIONS*

16. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement, does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
17. The recipient agrees that all income generated as a direct result of this award shall be deemed program income. All program income earned must be accounted for and used for the purposes of funds provided under this award, including such use being consistent with the conditions of the award, the effective edition of the OJP Financial Guide and, as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and 2 C.F.R. Part 215 (OMB Circular A-110). Further, the use of program income must be reported on the quarterly Federal Financial Report, SF 425.
18. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
19. In order to promote information sharing and enable interoperability among disparate systems across the justice and public safety community, OJP requires the grantee to comply with DOJ's Global Justice Information Sharing Initiative (DOJ's Global) guidelines and recommendations for this particular grant. Grantee shall conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: [http://www.it.ojp.gov/gsp\\_grantcondition](http://www.it.ojp.gov/gsp_grantcondition). Grantee shall document planned approaches to information sharing and describe compliance to the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.
20. The recipient is required to establish a trust fund account. (The trust fund may or may not be an interest-bearing account.) The fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the grant funds in the trust fund (including any interest earned) during the period of the grant and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to the Office of Justice Programs at the time of closeout.
21. JAG funds may be used to purchase vests for an agency, but they may not be used as the 50% match for purposes of the Bulletproof Vest Partnership (BVP) program.
22. The recipient agrees to submit a signed certification that that all law enforcement agencies receiving vests purchased with JAG funds have a written "mandatory wear" policy in effect. Fiscal agents and state agencies must keep signed certifications on file for any subrecipients planning to utilize JAG funds for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any JAG funding can be used by the agency for body armor. There are no requirements regarding the nature of the policy other than it being a mandatory wear policy for all uniformed officers while on duty.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD  
CONTINUATIONSHEET  
Grant

PAGE 5 OF 7

PROJECT NUMBER 2014-DJ-BJA-1035

AWARD DATE 03/06/2014

*SPECIAL CONDITIONS*

23. Ballistic-resistant and stab-resistant body armor purchased with JAG funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the vests have been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and are listed on the NIJ Compliant Body Armor Model List (<http://nij.gov>). In addition, ballistic-resistant and stab-resistant body armor purchased must be American-made. The latest NIJ standard information can be found here: <http://www.nij.gov/topics/technology/body-armor/safety-initiative.htm>.

24. The grantee agrees to assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the grantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the grantee agrees to contact BJA

The grantee understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the grantee, a subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The grantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The grantee further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Special Condition to Grantee's Existing Programs or Activities. For any of the grantee's or its subgrantees' existing programs or activities that will be funded by these grant funds, the grantee, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

25. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 25 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 23 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.
26. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD  
CONTINUATIONSHEET  
Grant

PAGE 6 OF 7

PROJECT NUMBER 2014-DJ-BX-1036

AWARD DATE 05/06/2014

*SPECIAL CONDITIONS*

27. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
28. The recipient acknowledges that all programs funded through subawards, whether at the state or local levels, must conform to the grant program requirements as stated in BJA program guidance.
29. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
30. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Grantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.
31. The recipient agrees to monitor subawards under this JAG award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of JAG funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.
32. The recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.
33. Award recipients must submit quarterly a Federal Financial Report (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Therefore, quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformance.tools.org](http://www.bjaperformance.tools.org)). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.
34. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.



Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD  
CONTINUATIONSHEET  
Grant

PAGE 7 OF 7

PROJECT NUMBER 2014-PJ-BN-1035

AWARD DATE 08/06/2014

*SPECIAL CONDITIONS*

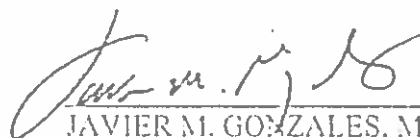
35. The grantee agrees that within 120 days of award acceptance, each current member of a law enforcement task force funded with these funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, will complete required online (internet-based) task force training. Additionally, all future task force members are required to complete this training once during the life of this award, or once every four years if multiple awards include this requirement. The training is provided free of charge online through BJA's Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). This training addresses task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. When BJA funding supports a task force, a task force personnel roster should be compiled and maintained, along with course completion certificates, by the grant recipient. Additional information is available regarding this required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).
36. No JAG funds may be expended on the purchase of unmanned aircraft, unmanned aircraft systems or unmanned aerial vehicles (UA/UAS/UAV), unless the BJA Director certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order. Any state or local jurisdiction receiving BJA approval to utilize JAG funds for this type of purchase must certify to DOJ that it received Federal Aviation Administration (FAA) approval to operate a UA/UAS/UAV and that it is legal to operate a UA/UAS/UAV in the proposed jurisdiction or geographic area. The recipient must submit a statement on the goals and objectives for the use of a UA/UAS/UAV, the anticipated specific uses, and policy regarding privacy considerations. BJA may require additional reporting requirements that will be stipulated post award.
37. BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to your My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If you do not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once you register, one of the available areas on your My BJA page will be "My Success Stories". Within this box, you will see an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the new BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.
38. The recipient may not obligate, expend, or draw down any award funds until: (1) the recipient obtains active registration with the System for Award Management (SAM) database, (2) the recipient notifies the program office in writing of its registration, and (3) a Grant Adjustment Notice (GAN) is issued removing this special condition.
39. Recipient may not expend or drawdown funds until the Bureau of Justice Assistance (BJA) has received documentation demonstrating that the state or local governing body review requirements have been met and a Grant Adjustment Notice (GAN) has been approved releasing this special condition.
40. Recipient may not expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has received and approved the signed Memorandum of Understanding (MOU) between the disparate jurisdictions and has issued a Grant Adjustment Notice (GAN) releasing this special condition.

Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

Award# 2014-DJ-BX-1036

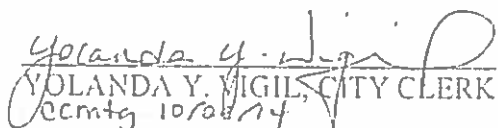
IN WITNESS WHEREOF, the parties have executed the Agreement on the date set forth below:

CITY OF SANTA FE:


  
JAVIER M. GONZALES, MAYOR

(SEAL)

ATTEST:

  
YOLANDA Y. VIGIL, CITY CLERK  
ccmtg 10/20/14

APPROVED AS TO FORM:

  
KELLEY BRENNAN, CITY ATTORNEY

APPROVED:

  
TERESITA GARCIA, ASSISTANT FINANCE DIRECTOR

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1 CONTRACT ID CODE		PAGE OF PAGES	
2 AMENDMENT/MODIFICATION NO 0002		3 EFFECTIVE DATE		4 REQUISITION/PURCHASE REQ NO 0040201771	
5 ISSUED BY ELM NM-FARMINGTON DIST OFC (NMFOO)		6 PROJECT NO (if applicable)		7 ADMINISTERED BY (if other than Item 6)	
6251 COLLEGE BLVD STE A FARMINGTON NM 87402		CODE LXF		CODE LXF	
8 NAME AND ADDRESS OF CONTRACTOR (per FAR 48.103(b)(3) and ZIP Code)		(X) 9A AMENDMENT OF SOLICITATION NO		9B DATED (SEE ITEM 11)	
SANTA FE, COUNTY OF 102 GRANT AVE SANTA FE NM 87501-2051		X 10A MODIFICATION OF CONTRACT/ORDER NO L13PX00442		10B DATED (SEE ITEM 12) 04/02/2013	
CODE 0070017436		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and the amendment, and is received prior to the opening hour and date specified.

12 ACCOUNTING AND APPROPRIATION DATA (If required)  
01 Not Increase: \$15,000.00

13 THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE:	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO IN ITEM 10A
	B THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)
	C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF
	D OTHER (Specify type of modification and authority)
X	IAW FAR Clause 52.217-9 Option to extend the term of contract

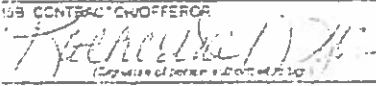

E IMPORTANT: Contractor is not is required to sign this document and return \_\_\_\_\_ copies to the issuing office

14 DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings including solicitation/contract subject matter where feasible)

The purpose of this modification is to exercise Option Year Two (2) In Accordance With (IAW) FAR 43.103(b)(3) and FAR Clause 52.217-9. The following changes shall be made:

- 1.) Exercise Option Year Two (2) - Line Item 00012 in the amount of \$15,000.00 with a period of performance of 5/01/2015 through 4/30/2016;
  - 2.) To change the Contracting Officer Representative (COR) from Linda Montoya to Monica Paux;
  - 3.) To increase the total obligated amount of the Purchase Order (PO) from \$30,000.00 by \$15,000.00 to a new total of \$45,000.00;
  - 4.) All other terms and conditions of the PO shall remain unchanged.
- Delivery: 04/30/2016  
Continued ...

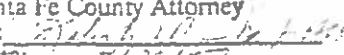
Except as provided herein, all terms and conditions of the document referenced in Item 2 A or 10A as hereinafter changed, remains unchanged and in full force and effect

15A NAME AND TITLE OF SIGNER (Type or print) Katherine Miller, Santa Fe County Manager		15A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Eleanor A Tippecornie	
15B CONTRACTING OFFICER 	15C DATE SIGNED 4/2/15	15B UNITED STATES OF AMERICA 	15C DATE SIGNED 04/13/2015

NSN 7540-01-152-1070  
Previous edition, unusable

STANDARD FORM 90 (REV 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

Approved as to form  
Santa Fe County Attorney

By:   
Date: 7/29/15

## CONTINUATION SHEET

REFERENCE NO OF DOCUMENT BEING CONTINUED  
L13PX00442/0002PAGE  
2 OF  
2NAME OF OFFEROR OR CONTRACTOR  
SANTA FE, COUNTY OF

ITEM NO (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Payment Terms: PP30 Delivery Location Code: 0004276462 BLM-MNSO-SD OFFICE 301 DINOSAUR TRAIL SANTA FE NM 87508 US  Account Assignment: K G/L Account: 61C0.252F0 Business Area: L000 Commitment Item: 252F00 Cost Center: LLW0120200 Functional Area: L10200000.NU0000 Fund: 15XL1109AF Fund Center: LLW0120200 Project/WBS: LX.SI.LEAG0000 PR Acct Assign Line: 01 FOB: Destination Period of Performance: 05/01/2013 to 04/30/2018  Change Item 00012 to read as follows (amount shown is the obligated amount):  00012 Option Year Two (2) - Law Enforcement Services  Period of Performance: 05/01/2015 to 04/30/2016				15,000.00



Table of Contents

Section 2 .....	2
52.212-4 Contract Terms and Conditions - Commercial Items. (FEB 2012) .....	2
52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items. (JAN 2013) .....	7
52.217-9 Option to Extend the Term of the Contract. (MAR 2000) .....	13
52.232-18 Availability of Funds. (APR 1984) .....	13
DOI ELECTRONIC INVOICING Electronic Invoicing and Payment Requirements - Invoice Processing Platform (IPP) (September 2011) .....	13
DOI AUTHORITIES AND DELEGATIONS AUTHORITIES AND DELEGATIONS (MAY 2010) .....	14
DOI TEXT MESSAGING Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving (October 2009) .....	15

- (iii) Contract number, contract line item number and, if applicable, the order number;
- (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
- (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
- (vi) Terms of any discount for prompt payment offered;
- (vii) Name and address of official to whom payment is to be sent;
- (viii) Name, title, and phone number of person to notify in event of defective invoice; and
- (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
- (x) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

(h) *Patent indemnity.* The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.

(i) *Payment.* (1) Items accepted. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract.

(2) Prompt payment. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and prompt payment regulations at 5 CFR part 1315.

(3) Electronic Funds Transfer (EFT). If the Government makes payment by EFT, see 52.212-5(b) for the appropriate EFT clause.

(A) The date fixed under this contract.

(B) The date of the first written demand for payment, including any demand for payment resulting from a default termination.

(vi) The interest charge shall be computed for the actual number of calendar days involved beginning on the due date and ending on--

(A) The date on which the designated office receives payment from the Contractor;

(B) The date of issuance of a Government check to the Contractor from which an amount otherwise payable has been withheld as a credit against the contract debt; or

(C) The date on which an amount withheld and applied to the contract debt would otherwise have become payable to the Contractor.

(vii) The interest charge made under this clause may be reduced under the procedures prescribed in 32.608-2 of the Federal Acquisition Regulation in effect on the date of this contract.

(j) *Risk of loss.* Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:

(1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or

(2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.

(k) *Taxes.* The contract price includes all applicable Federal, State, and local taxes and duties.

(l) *Termination for the Government's convenience.* The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

(m) *Termination for cause.* The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(n) *Title.* Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes

provide the responsible Contracting Officer a minimum of one business day's written notification of its intention to (A) change the name in the CCR database; (B) comply with the requirements of subpart 42.12; and (C) agree in writing to the timeline and procedures specified by the responsible Contracting Officer. The Contractor must provide with the notification sufficient documentation to support the legally changed name.

(ii) If the Contractor fails to comply with the requirements of paragraph (i)(2)(i) of this clause, or fails to perform the agreement at paragraph (i)(2)(i)(C) of this clause, and, in the absence of a properly executed novation or change-of-name agreement, the CCR information that shows the Contractor to be other than the Contractor indicated in the contract will be considered to be incorrect information within the meaning of the "Suspension of Payment" paragraph of the electronic funds transfer (EFT) clause of this contract.

(3) The Contractor shall not change the name or address for EFT payments or manual payments, as appropriate, in the CCR record to reflect an assignee for the purpose of assignment of claims (see Subpart 32.8, Assignment of Claims). Assignees shall be separately registered in the CCR database. Information provided to the Contractor's CCR record that indicates payments, including those made by EFT, to an ultimate recipient other than that Contractor will be considered to be incorrect information within the meaning of the "Suspension of payment" paragraph of the EFT clause of this contract.

(4) Offerors and Contractors may obtain information on registration and annual confirmation requirements via CCR accessed through <https://www.acquisition.gov> or by calling 1-888-227-2423 or 269-961-5757.

(End of clause)

#### 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders - Commercial Items. (JAN 2013)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

(1) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

[ ] Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: Contracting Officer check as appropriate.

[ ](1) 52.203-6, Restrictions on Subcontractor Sales to the Government (SEP 2006), with Alternate I (OCT 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

[ ](2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010)(Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

[ ](3) 52.203-15, Whistleblower Protections under the American Recovery and

- [ ](16) 52.219-13, Notice of Set-Aside of Orders (NOV 2011) (15 U.S.C. 644(r)).
- [ ](17) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).
- [ ](18) 52.219-16, Liquidated Damages--Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- [ ](19)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323)(if the offeror elects to waive the adjustment, it shall so indicate in its offer.)
  - [ ](ii) Alternate I (JUN 2003) of 52.219-23.
- [ ](20) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (DEC 2010) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- [ ](21) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- [ ](22) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657f).
- [X](23) 52.219-28, Post Award Small Business Program Rerepresentation (APR 2012) (15 U.S.C. 632(a)(2)).
- [ ](24) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (APR 2012) (15 U.S.C. 637(m)).
- [ ](25) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (APR 2012) (15 U.S.C. 637(m)).
- [X](26) 52.222-3, Convict Labor (JUN 2003) (E.O. 11755).
- [ ](27) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (MAR 2012) (E.O. 13126).
- [X](28) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).
- [X](29) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
- [ ](30) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).
- [X](31) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
- [ ](32) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212).
- [ ](33) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496).
- [ ](34) 52.222-54, Employment Eligibility Verification (JUL 2012). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)
- [ ](35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the

☐ (50) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).

☐ (51)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

☐ (ii) Alternate I (APR 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items: (Contracting Officer check as appropriate.)

☒ (1) 52.222-41, Service Contract Act of 1965 (NOV 2007) (41 U.S.C. 351, et seq.).

☒ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (MAY 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

☐ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

☐ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (SEP 2009) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

☐ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment--Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

☐ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services--Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

☐ (7) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O. 13495).

☐ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations. (MAR 2009) (Pub. L. 110-247).

☐ (9) 52.237-11, Accepting and Dispensing of \$1 Coin (SEP 2008) (31 U.S.C. 5112(p)(1)).

(d) *Comptroller General Examination of Record.* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records - Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals,

(MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (FEB 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-9 Option to Extend the Term of the Contract. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

52.232-18 Availability of Funds. (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

DOI ELECTRONIC INVOICING Electronic Invoicing and Payment Requirements - Invoice Processing Platform (IPP) (September 2011)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: <https://www.ipp.gov>.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice:

Copy of Company Invoice

The Contractor must use the IPP website to register, access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in CCR) will receive enrollment instructions via email from the Federal Reserve Bank of Boston (FRBB) within 3 - 5 business days of the

(f) The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.

(g) Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of notice)

DOI TEXT MESSAGING Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving (October 2009)

Prohibition on Text Messaging and Using Electronic Equipment Supplied by the Government while Driving (October 2009)

Executive Order 13513 , Federal Leadership On Reducing Text Messaging While Driving , was signed by President Barack Obama on October 1, 2009 (Ref: <http://edocket.access.gpo.gov/2009/pdf/E9-24203.pdf>). This Executive Order introduces a Federal Government-wide prohibition on the use of text messaging while driving on official business or while using Government-supplied equipment. Additional guidance enforcing the ban will be issued at a later date. In the meantime, please adopt and enforce policies that immediately bans text messaging while driving company-owned or rented vehicles, government owned or leased vehicles, or while driving privately owned vehicles while on official government business or when performing any work for or on behalf of the government

End of Clause



L13PX00442

CONTRACTOR ACKNOWLEDGEMENT

I hereby acknowledge the receipt of the Contracting Officer's Representative (COR) appointment memorandum for Contract No. L13PX00442. I also accept the terms and conditions of Contract No. L13PX00442.

7 29 13  
(Date)

Katherine Miller  
(Printed Name)

[Signature]  
(Signature)

SF County Manager  
(Title)

Approved as to form

Santa Fe County Attorney

By: [Signature]

Date: 7/25/13

Mally 7/26/13

ITEM # 14-1678

## MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING is entered into on this 6<sup>th</sup> day of NOVEMBER, 2014, by and between The COUNTY OF SANTA FE, NM ("The County") and the CITY OF SANTA FE, a municipal corporation ("CITY").

### RECITALS:

WHEREAS, each governing body, in performing governmental functions or in paying for the

performance of governmental functions hereunder, shall make that performance or those payments

from current revenues legally available to that party; and

WHEREAS, each governing body finds that the performance of this Agreement is in the best

interests of both parties, that the undertaking will benefit the public, and that the division of costs

fairly compensates the performing party for the services or functions under this agreement; and

WHEREAS, the City agrees to provide the County \$13,584.50 from the 2014 JAG award (of \$42,741 total) for the Law Enforcement Program.

### WITNESSETH:

The City and the County desire to formalize it to be in their best interests to reallocate the JAG funds.

NOW, THEREFORE, IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

#### 1. PURPOSE.

The City agrees to act as fiscal agent and pay the County a total of \$13,584.50 of JAG funds.

**2. SCOPE.**

The County agrees to use \$13,584.50 for the Sheriff's Office Law Enforcement Program.

**3. TERM.** This Memorandum of Understanding shall remain in effect until terminated by either party, pursuant to Article 4, below.

**4. TERMINATION.** This Memorandum of Understanding may be terminated by either of the parties hereto upon written notice delivered to the other party at least 30 days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination, September 30, 2017.

**5. LIABILITY.** Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of the Agreement. Each party shall be liable for its actions in accordance with this Agreement.

**6. NEW MEXICO TORT CLAIMS ACT**

Any liability incurred by the City of Santa Fe <sup>as the County of Santa Fe</sup> in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

**7. THIRD PARTY BENEFICIARIES**

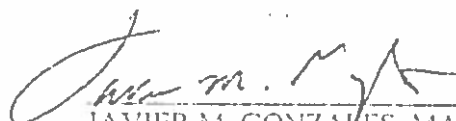
By entering into this Agreement, the parties do not intend to create any right,


title or interest in or for the benefit of any person other than the City and the Contractor. No person shall claim any right, title or interest under this Agreement or seek to enforce this Agreement as a third party beneficiary of this Agreement.

8. AMENDMENT. This Memorandum of Understanding shall not be altered, changed, or amended except by instrument in writing.

IN WITNESS WHEREOF, the parties set their hands.

CITY OF SANTA FE

  
JAVIER M. GONZALES, MAYOR

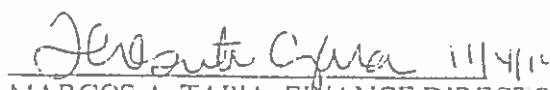
  
YOLANDA Y. VIGIL, CITY CLERK  
ccmtg 10/29/14

DATE: 11/6/14

APPROVED AS TO FORM:

  
KELLEY A. BRENNEN, CITY ATTORNEY

APPROVED:

  
MARCOS A. TAPIA, FINANCE DIRECTOR  
Teresita Garcia

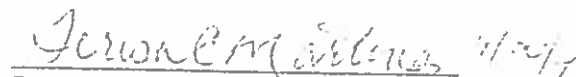
APPROVED AS TO FORM:

  
Santa Fe County Attorney

  
Katherine Miller,  
Santa Fe County Manager

9.26.14  
Date

APPROVED:

  
Santa Fe County Finance Director





